

The Governor's Citations and Proclamations

The Governor's Office handles as many requests as possible, in accordance with a set of long-standing guidelines. **Please note that all requests must be submitted in writing preferably sent by fax to 410-974-3275 or by mail to:**

The Honorable Robert L. Ehrlich, Jr.
State House
100 State Circle
Annapolis, Maryland 21401-1925

Please review these guidelines carefully before mailing your request to the Governor.

1. **Maryland Citizens Only.** The Governor's Office will send Citations or Proclamations to Maryland citizens only, for special occasions as outlined below.
2. **Advance Notice Required.** Your request must be received four (4) weeks in advance of the event date. We make every effort to honor every request, but we cannot guarantee a greeting if this guideline is not met. (Greetings are generally not sent after the event date.)
3. **Anniversary and Birthday Citations.** Anniversary greetings are extended only to those couples that are celebrating their 25th, and 50th (and subsequent) wedding anniversary. Birthday greetings will be sent only to individuals 75 years of age and above.
4. **Other Citations.** A limited number of special occasions other than birthdays and anniversaries exist for which the Governor's Office will send appropriate recognition to Maryland citizens. These occasions include important events such as:
 - a. Eagle Scout Award
 - b. Girl Scout Gold Award
 - c. Heroic Actions
 - d. Honorary Citizens
 - e. Military Retirement
 - f. Police and Fire Retirement
 - g. Federal and State Retirement
 - h. Corporate Retirement
 - i. Or equivalent occasion
5. **Governors Proclamations.** The Governor's Proclamations are not issued to individuals but are used to designate special days, weeks, or months in honor of an event or to promote a special cause such as:
 - a. Maryland Day
 - b. Earth Day
 - c. Breast Cancer Awareness Month
6. **Required Information.** Please include the following in your request:
 - a. name and home address of honoree(s)
 - b. form of address (Mr., Mrs., Dr., Miss, etc.)
 - c. exact date of occasion (month, day, year)
 - d. age (birthdays) or number of years of marriage
 - e. your (the requestor's) name and daytime phone number.
 - f. Any specific mailing instructions if other than to honoree's address

When to expect your Greeting. In most cases, greetings will be mailed from the Governor's Office approximately five (5) days prior to the event.